

SECRET

Executive Registry
82-1273

3 JUN 1982

Executive Registry
82-51621

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM : Harry E. Fitzwater
Deputy Director for Administration

SUBJECT : DCI and DDCI Travel

1. The following information is provided to facilitate travel arrangements for the DCI and DDCI [redacted] 25X1

2. The Administrative Officer, DCI (AO/DCI) will be the focal point for all domestic and foreign travel arrangements. Assistance from appropriate components will be requested as needed. [redacted] 25X1

3. When foreign travel is anticipated, the Special Assistant to the DCI or DDCI will provide the proposed itinerary to the appropriate DDO area division(s) and to the AO/DCI. The AO/DCI will be responsible for obtaining airline tickets, levying quarters requirements, and providing data relative to security considerations. When military aircraft are utilized, the AO/DCI will effect coordination with IAD/SAG/AB. Information regarding changes in itinerary and the trip's progress will be disseminated by the AO/DCI. [redacted] 25X1

4. Arrangements have been made with the Cable Secretariat for use of the cable indicator, [redacted] to be utilized on all traffic pertaining to DCI and DDCI travel. All traffic relating to flight schedules, accommodations, security considerations, changes in itinerary, delays enroute, or other departures from the initial schedule must carry this indicator. IAD/SAG/AB will be added to cable distribution when military aircraft are involved. [redacted] 25X1

5. The Executive Director has reviewed this memorandum and agrees with its content. [redacted] 25X1

6. Questions regarding these procedures should be referred to the AO/DCI. [redacted] 25X1

[redacted signature box]

Harry E. Fitzwater

T-207

cc: Executive Director

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Distribution:

- Orig - DDI
- 1 - DDO
- 1 - DDS&T
- 1 - AO/DCI
- 1 - EXDIR
- ~~1~~ - ER
- 1 - DCI Security Staff
- 1 - SA/DCI
- 1 - SA/DDCI (Mr. George)
- 1 - IAD/SAG/AB
- 1 - Cable Secretariat
- 1 - DDA Subj
- 1 - DDA Chrono
- 1 - HEF Chrono

25X1